



United Nations Population Fund (UNFPA)  
Haddah St. behind Lazourde Hotel  
Sana'a. - Yemen  
Tel: +967 1 433160  
Website: [www.unfpa.org](http://www.unfpa.org)  
Date: 04<sup>th</sup> July 2019

**Invitation to Bid (ITB) No.001/19**

Dear Sir/Madam,

We hereby solicit your Bid for the supply of the following items with the technical specifications as per Annex I.

If you are interested in submitting a bid for these items, kindly fill in the attached submission form and submit it in a sealed envelope to the address indicated below /send to the secure email address indicated below/ not later than **13:00 on 25<sup>th</sup> July 2019.**

[procurement.yemen@unfpa.org](mailto:procurement.yemen@unfpa.org)

Please ensure to mark your envelop with the ITB reference number and the words "Sealed bid. Do not open before **13:00 on 28<sup>th</sup> July 2019.**

Street address for bid submission: **Hadda street, behind Lazourde Hotel:**

Email address of Contact Person: [fadel@unfpa.org](mailto:fadel@unfpa.org) for inquires if any

**Note: Do not submit your bid/proposal to the contact person's email address!**

**Bidding shall be conducted through ONE envelope. The technical bid containing the technical specifications and the financial bid containing the price information shall be submitted together.**

**Documents to be submitted with the bid:**

- a. Completed and signed Bid Submission Form
- b. Bidders Identification Form
- c. Evidence of Bidder's previous experience and clients
- d. Technical bid, including product catalogue to demonstrate that specification and quality of the products are in line with the requirements listed in the bidding documents

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- e. Financial bid including the price schedule

Partial bids are **not allowed** under this ITB.

**Validity of Bid:**

The prices of the bid shall be valid for **60 days** after the closing date of bid submission as specified by UNFPA. A bid valid for a shorter period shall be rejected by UNFPA.

**Delivery Time:**

The maximum allowed delivery time is **120 days** upon issuing of purchase order.

**Evaluation of Bids:**

UNFPA shall compare all substantially responsive bids to determine the lowest priced substantially responsive bid.

A substantially responsive bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a. affects in any substantial way the scope, quality, or performance of the goods and related services specified in the contract; or
- b. limits in any substantial way, inconsistent with the bidding documents, UNFPA's rights or the bidder's obligations under the contract; or
- c. if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

**Contract Award:**

UNFPA shall award the contract to the lowest priced bidder(s) whose bid has been determined to be substantially responsive with the bidding documents, including the maximum allowable lead time.

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

**Attachments:**

- Bid Submission Form
- Bidders Identification Form
- Technical specification and requirements of the product (Product Item Overview Form)
- Price Schedule Form



## 1. Bid Submission Form

Name of Bidder: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Bid No: \_\_\_\_\_

Currency of Bid price: \_\_\_\_\_

Delivery time (days from receipt of order till dispatch): \_\_\_\_\_

(Note: maximum number of days is: 60 days)

Expiration of Validity of Bid/Proposal (The bid shall be

valid for a period of at least two months after the Closing date.): \_\_\_\_\_

Vendor's Comments:

I hereby certify that this company, which I am duly authorized to sign for, accepts the General Terms and Conditions of UNFPA <http://www.unfpa.org/resources/unfpa-general-conditions-contract> and we will abide by this bid/proposal until it expires.

We undertake, if our bid/proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any bid you may receive and that a bidding contract would result only after final negotiations are concluded on the basis of the technical and price bids proposed.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place

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**2. Bidders Identification Form**  
**Bid No. UNFPA/YEM/19/001**

**1. Organization**

Company/Institution Name	
Address, City, Country	
Telephone/FAX	
Website	
Date of establishment	
<b>Legal Representative:</b> Name/Surname/Position	
<b>Legal structure:</b> natural person/Co.Ltd, NGO/institution/other (please specify)	
<b>Organizational Type:</b> Manufacturer, Wholesaler, Trader, Service provider, etc.	
Areas of expertise of the organization	
Current Licenses, if any, and permits (with dates, numbers and expiration dates)	
Years supplying to UN organizations	
Years supplying to UNFPA	
Production Capacity	
Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid)	
Commercial Representatives in the country: Name/Address/Phone (for international companies only)	

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## 2. Quality Assurance Certification

International Quality Management System (QMS)	
List of other ISO certificates or equivalent certificates	
Presence and characteristics of in-house quality control laboratory (if relevant to bid)	

## 3. Expertise of Staff

Total number of staff	
Number of staff involved in similar supply contracts	

## 4. Client Reference List

Please provide references of main client details.

Name of company	Contact person	Telephone	E-mail
1.			
2.			
3.			

## 5. Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation

Name/Surname	
Telephone Number (direct)	
Email address (direct)	

P.S.: This person must be available during the next two weeks following receipt of bid

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### 3. Product Item Overview Form

Item No.	Description and minimum /mandatory specifications <i>[Detailed description to be completed by UNFPA]</i>	Description of items offered and Bidder's statements on deviations (To be completed by the bidder)	Compliant? (Y/N) (To be completed by UNFPA during evaluation)
1	As per Annex 1		
2	As per Annex 1		
3			
...			

*(Use the spreadsheet "Product Item Overview Form.xls" if a large number of items need to be compared.)*

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#### 4. Price Schedule Form

Name of Bidder: \_\_\_\_\_

Date of Bid: \_\_\_\_\_

Bid No: \_\_\_\_\_

Currency of Bid price: \_\_\_\_\_

Delivery time (days from receipt of order till dispatch): \_\_\_\_\_

(Note: maximum number of days is: **XX** days)

Expiration of Validity of Bid/Proposal (The bid shall be

valid for a period of at least **XX** months after the Closing date.): \_\_\_\_\_

*You can include an Excel spreadsheet instead of this format. The table columns should be modified as appropriate for the specific case.*

Item No.	price/unit	Quantity	Transportation cost to destination (specify mode of transportation)	Total DAP (Destination)	Delivery schedule (days upon order)

Vendor's Comments:

PROVIDED THAT A PURCHASE ORDER IS ISSUED BY UNFPA **WITHIN THE REQUIRED BID VALIDITY PERIOD**, THE UNDERSIGNED HEREBY COMMITS, SUBJECT TO THE TERMS OF SUCH PURCHASE ORDER, TO FURNISH ANY OR ALL ITEMS AT THE PRICES OFFERED AND TO DELIVER SAME TO THE DESIGNATED POINT(S) WITHIN THE DELIVERY TIME STATED ABOVE.

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Date and Place

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